



# CAPITOL BOARD ROOM

Room Capacity: 82  
Seated at Table: 20

NAME:

CONTACT PHONE:

EVENT DATE:

ROOM ACCESS TIME:

START TIME AND DURATION OF EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

- Provided in Room:
- 20 Leather Chairs
- 40 Wooden Chairs
- 10 6' Tables
- Podium and Mic
- 8 Extra Chairs

Please note additional equipment needed (chairs, tables, garbage cans, etc):

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov)

